

City of York Board of Architectural Review
Minutes
June 6, 2022

Members present:

Chairperson Beth Bailey
Gene Gaulin
Gary Stewart
Missy Coleman
Linda Lowman

Members absent:

Diane Hanlon
Quinn Witte

Others present:

Zoning Administrator Blackston
City Manager Duncan
Joe Stokes
Jan Ramsey

Chairperson Beth Bailey called the meeting to order at 6:30 p.m.

The first item of business was approval of the draft Minutes from the May 2, 2022 meeting. Upon a Motion by Missy Coleman, seconded by Gary Stewart, the Board unanimously approved the draft Minutes as submitted.

The second item of business was the discussion of potentially combining the certificate(s) of appropriateness along with the Façade Improvement Grant Program application for 13 and 15 North Congress Street.

Upon a Motion by Beth Bailey, seconded by Gene Gaulin, the Board unanimously amended the agenda.

The third item of business was consideration of a Preliminary Special Tax Assessment application for 100 West Jefferson Street.

After discussion and upon a Motion by Gene Gaulin, seconded by Missy Coleman, the Board unanimously conditionally approved the application as submitted based on the property owner on the application being shown as Joe Stokes and JWS Holdings LLC.

The fourth item of business was consideration of a certificate of appropriateness (COA) and Façade Improvement Grant applications for an awning replacements at 13 and 15 North Congress Street.

Zoning Administrator Blackston reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS) as well as the Façade Grant Program.

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

Upon a Motion by Beth Bailey, seconded by Linda Lowman, the Board unanimously approved the application as submitted.

The fifth item of business was consideration of a certificate of appropriateness (COA) regarding Gateway Entryway Signage for the Gateway Corridor Overlay District.

City Manager Duncan presented the signage options recently approved by City Council as well as a couple of new renderings for the Board to review. The Board stated they were in favor of keeping with the Gateway Corridor Overlay District guidelines and the newly presented renderings were a better representation of the guidelines.

After much discussion, Beth Bailey made a Motion to state the renderings included in the meeting packet did not meet guidelines: however, the newly presented material, Options A & B, did meet the Gateway guidelines in a more significant manner and in keeping the materials with Historic York. Gene Gaulin seconded the Motion.

The sixth item of business was consideration of a certificate of appropriateness (COA) for signage for Family Dollar to be located at 630 East Liberty Street.

Zoning Administrator Blackston reminded the Board of requirements of the Gateway Corridor Overlay District.

After discussion and upon a Motion by Gary Stewart, seconded by Missy Coleman, the Board unanimously conditionally approved the application as submitted based on the signage meeting all City requirements.

The ninth item of business was documentation of certificate of appropriateness applications.

The tenth item of business was an update regarding staff-approved certificates of appropriateness. Zoning Administrator Blackston indicated that there were no staff-approved COA applications to report at this meeting.

There being no further business, the meeting was adjourned at 7:17 pm.

Respectfully submitted,

Amanda C. Blackston
Zoning Administrator

cc: File, Board of Architectural Review 6/6/2022
Seth Duncan, City Manager